

EDITED TASK LISTING

CLASSIFICATION: CASE RECORDS TECHNICIAN

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Process inmate, youthful offender and parolee records to ensure file is accurate and routed to the appropriate area utilizing computer tracking systems in accordance with Departmental policy on a daily basis.
2.	Maintain inmate, youthful offender and parolee records to update files and ensure accuracy utilizing computer tracking systems in accordance with Departmental policy on a daily basis.
3.	Control inmate, youthful offender and parolee records to maintain safety and security utilizing a tracking system to check out/check in files on a daily basis.
4.	Respond to or initiate inquiries from and to departmental staff and stakeholders requesting confidential information to provide or respond to information to ensure public safety based on laws, rules, regulations and policies of the department on a daily basis.
5.	Accurately enter inmate, youthful offender or parolee data to create reports utilizing various automated systems on a daily basis.
6.	Assemble inmate, youthful offender or parolee files to begin the initial process utilizing court documents, finger print cards, computer reports, and California Department of Corrections and Rehabilitation (CDCR) forms on a daily basis.
7.	Query a database to gather specific information on the location of an inmate, youthful offender or parolee utilizing automated systems as required.
8.	File a variety of documents pertaining to the maintenance and control of inmate, youthful offender or parolee records to ensure current and accurate information in accordance with Departmental policy and/or office procedure on a daily basis.
9.	Type/prepare a variety of forms and documents to produce reports, letters, and correspondence utilizing computers and typing skills on a daily basis.
10.	Schedule hearings to ensure mandated timeframes are met utilizing automated/manual scheduling systems as required.
11.	Track hearings to ensure mandated timeframes are met utilizing automated/manual tracking systems as required.
12.	Generate reports of data to provide information to appropriate areas for proper release of inmates/youthful offenders utilizing automated/manual systems or databases on a daily basis.
13.	Research information in various databases to resolve discrepancies utilizing automated/manual systems as needed.
14.	Process incoming mail to appropriately distribute to staff utilizing automated/manual systems on a daily basis.
15.	Supervise inmates or youthful offenders to ensure safety and security of the institution/facility utilizing observation techniques as needed.
16.	Request inmate, youthful offender and parolee records from appropriate source to gather information for requesting staff utilizing appropriate forms, computers, and communication skills as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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17.	Maintain integrity and uniformity of the inmate, youthful offender and parolee records standardized filing system within the File Room utilizing automated/manual systems in accordance with security and confidentiality procedures and policies.
18.	Sort/recognize a multitude of documents in order to identify action needed prior to placement in the inmate, youthful offender or parolee records according to Departmental policy/office procedure.
19.	Place documents in their appropriate inmate, youthful offender or parolee record section and in chronological order to maintain accurate and current information utilizing automated/manual systems and organizational skills in accordance with Departmental policy/office procedure.
20.	Identify a multitude of documents, actions, and/or dispositions in order to respond or take appropriate action utilizing working knowledge of Records processes in accordance with Departmental policy/office procedure on a daily basis.
21.	Distribute a multitude of documents, actions, and/or dispositions in order to ensure the receipt by the appropriate area utilizing working knowledge of Records processes in accordance with Departmental policy/office procedure on a daily basis.
22.	Copy a multitude of documents, actions, and/or dispositions in order to distribute information to appropriate areas and process documents accurately utilizing working knowledge of Records processes in accordance with Departmental policy/office procedure on a daily basis.
23.	Utilize in-house automated systems in order to ensure proper housing and release of inmates/youthful offenders utilizing various systems (e.g., Offender Based Information System, Automated Release Date Tracking System, Distributed Data Processing System, Automated Transfer System, Live Scan, Case Records Automated File Tracking System, Revocation Scheduling Tracking System, and California Law Enforcement Telecommunications System) on a daily basis.
24.	Interact in person, and/or via telephone, facsimile, or written communication with stakeholders in order to provide or receive information utilizing verbal and written communication skills on a daily basis.
25.	Purge inmate, youthful offender and parolee records information to ensure there are no duplicate copies, eliminate unnecessary documents, and minimize impact to the file room utilizing working knowledge of Records processes as needed in accordance with Departmental policy/office procedure.
26.	Provide back-up to other Case Records Technicians (CRT) to eliminate/minimize backlog utilizing current desk procedures and cross training as necessary.
27.	Provide training to other CRTs to ensure there is a back-up CRT for each area utilizing training techniques and current desk procedures on an ongoing basis.

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28.	Act as a lead for special projects to provide technical oversight and input utilizing automated tracking systems, leadership experience, and communication skills on an as needed basis.
29.	Research information for reports and special projects in order to assemble a cohesive mass of information utilizing research techniques/materials and automated systems on an as needed basis.
30.	Coordinate gate clearances in order to ensure the safety and security of the institution utilizing standard institutional policy on an as needed basis.
31.	Schedule conference rooms in order to coordinate meetings, hearings, etc. utilizing automated/manual scheduling as needed.
32.	Schedule inmate, youthful offender and parolee records reviews to comply with requests from Department of Justice, audits, etc. utilizing automated/manual systems as requested.
33.	Coordinate building maintenance issues (i.e. work orders) in order to ensure functional equipment utilizing telephones, forms, verbal communication, automated/manual tracking system and computers as needed.
34.	Order supplies to ensure the office has sufficient supplies/equipment utilizing standard bidding practices and automated tracking systems on a monthly basis or as needed.
35.	Track supply inventory to ensure the office has sufficient supplies/equipment utilizing automated tracking systems on an ongoing basis.
36.	Audit supply orders to ensure accuracy utilizing automated tracking systems as necessary.